

[Date]

[Client Name]  
[Client Title]  
[Company Name]  
[Company Address]

Re: Confirmation of Contingent Search Assignment - [Job Title]

Dear [Client Name],

This letter confirms that [Recruitment Agency Name] has been engaged by [Company Name] to conduct a search for the position of [Job Title] on a professional contingent basis.

**Scope of Service:**

We will identify, screen, and present qualified candidates for the aforementioned role. Our services include initial interviews, reference checks (upon request), and coordination of the interview process between the candidates and your hiring team.

**Fee Structure:**

As this is a contingent assignment, a fee is only earned if a candidate introduced by [Recruitment Agency Name] is hired by [Company Name] or any of its affiliates within [Number] months of the initial referral. The placement fee shall be [Percentage]% of the candidate's first-year total estimated annual compensation (including base salary and guaranteed bonuses).

**Payment Terms:**

Invoices will be issued on the candidate's first day of employment. Payment is due within [Number] days of the invoice date.

**Guarantee Period:**

Should the hired candidate voluntarily resign or be terminated for cause within [Number] days of their start date, [Recruitment Agency Name] will conduct a one-time replacement search for the same position at no additional professional fee.

**Confidentiality:**

All candidate resumes and information provided are confidential and intended solely for your company's internal use. Referral of these candidates to other departments or external third parties is subject to the terms of this agreement.

Please acknowledge your acceptance of these terms by signing below and returning a copy to us.

Sincerely,

[Your Name]  
[Your Title]  
[Recruitment Agency Name]

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**Accepted and Agreed:**

Signature: \_\_\_\_\_

Printed Name: [Name]

Title: [Title]

Date: [Date]